

**California
Transportation
Commission**

EMPLOYMENT OPPORTUNITY

1. RPA # 05-007-CTC
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Office Technician, Typing	3. POSITION NUMBER 696-605-1139-001	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R04
7. OFFICE OF California Transportation Commission (CTC)	9. LOCATION (CITY or COUNTY) SACRAMENTO		13. MONTHLY SALARY \$2510 TO \$3050/ MO	
8. SEND APPLICATION TO: California Transportation Commission Attention: Tracy Fletcher-Bowman 1120 "N" Street, Rm. 2224 (MS-52) Sacramento, CA 95814	10. WORKING HOURS MON - FRI, DAYS - 8 a.m. to 5 p.m.			
	11. PUBLIC PHONE NUMBER (916) 653-2064			
	12. CALNET NUMBER		14. FILE BY March 15, 2006 or until filled	

Under the direction of the Administrative Officer, the incumbent provides clerical support to Commissioners and Commission staff. The incumbent also is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks, including but not limited to; processing invoices, opening and processing mail, controlling supply inventory, securing meeting facilities; arranging audio-visual needs; making travel arrangements; answering and directing phone calls.

DUTIES

- Processes incoming invoices and billings by reviewing each for accuracy and posting it to the CTC on-line tracking system; submitting the originals to the Administrative Officer for approval and coding; and preparing a transmittal memo to the Department of General Services. Notice of payment is also posted to the CTC on-line log.
- Opens, reviews, and directs incoming mail and correspondence. Processes outgoing correspondence and mail.
- Receives and screens telephone calls – using independent judgment in responding to telephone inquiries; also makes arrangements for conference calls.
- Types/edits/formats reports, analyses, and correspondence from handwritten/typed/ computer-generated material.
- Monitors supply inventory. Generates supply orders as needed, tracks orders, and reconciles them upon product delivery.
- Assists the Executive Secretary in locating and securing meeting facilities for Commission and Committee meetings at various locations throughout the State of California.
- Assists the Executive Secretary in making travel arrangements and preparing travel expense claims for the CTC staff and Commission members.
- Assists with the mailing of monthly agendas for Commission meetings and Annual Report to the Legislature.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office methods, supplies and equipment
- Business English and correspondence
- Detailed regulations, policies and procedures of an office environment

Ability to:

- Perform difficult clerical work, including ability to spell correctly
- Use good English
- Make arithmetical computations
- Operate various office machines
- Follow oral and written directions
- Evaluate situations accurately and take effective action
- Read and write English at a level required for successful job performance
- Make clear and comprehensive reports and keep difficult records
- Meet and deal tactfully with the public
- Apply specific laws, rules, and office policies and procedures
- Prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling
- Communicate effectively; provide functional guidance
- Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material

DESIRABLE QUALIFICATIONS

- Familiarity with personal computers and networks, Microsoft Word, Excel, and Lotus Notes.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Professional office environment
- Appropriate attire for the office environment
- May require occasional overtime on weekdays and/or weekends
- Ability to work well under pressure; handle changing and competing priorities and deadlines
- Work in a team environment
- Interact well with high level officials
- Ability to travel by land and air to various locations throughout the State
- Incumbent may be required to lift up to 40 pounds on occasion while restocking supplies or otherwise moving objects

HOW TO APPLY

Submit a State Application and resume to: Tracy Fletcher-Bowman, Administrative Officer; California Transportation Commission; 1120 N Street, MS-52; Sacramento, CA 95814.

FINAL FILING DATE

Applications from state employees who have list eligibility or are eligible for lateral transfer to the Office Technician (Typing) classification will **be accepted until March 15, 2006 or until the position is filled.**